

Local Law Licence Application

New Licence / Amendment / Transfer - Markets & Events

2023/24 Financial Year

I / we apply for (*please tick*):

☐ New Licence

☐ Amendment

☐ Transfer of licence

Type of Activity

☐ Market (LL9, 9.8, LL12, 12.1)

☐ Event (LL9, 9.8)

Section 1 - Applicant details

Applicant name/s:

Individual's full name or company name – business name or trust not accepted as applicant.

☐ If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC).

Postal address:

Phone number:

Mobile number:

Email address:

IMPORTANT: By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing related information.

If applying as a company provide preferred contact details:

Name:

Phone:

I / we confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain

Signature/s:

Date:

PRIVACY COLLECTION NOTICE: Council is collecting your personal information to be able to provide services and information in accordance with Council's local laws. It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to council@logan.qld.gov.au. All information is handled in accordance with Council's Privacy Policy and Procedure Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>.

Section 2 - Site Details

Number: Street:

Suburb: Postcode:

Real Property Description: Lot RP

Owner of property:

I, the owner of the property, consent for my property to be used for the prescribed activity detailed within this application.

Signature/s: Date:

Section 3 – Operational Details

Trading name:

Days and times of operation:

Expected numbers attending:

Nature of goods supplied and/or type of entertainment and/or activity involved with market/event:

Section 4 - Licence Transfer (Current owner's details)

Owner's name/s:

Individual's full name or company name – business name or trust not accepted as applicant

If the current licensee is not making application for transfer attach a statutory declaration under the *Oaths Act 1867* providing the reason why the current licence holder is not making this transfer.

Preferred contact details:

Name: Phone:

Trading as:

Postal address:

Phone number: Mobile number:

Email address:

IMPORTANT: By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing related information.

The seller agrees to indemnify the local government for any damage or claims resulting from transferring the licence/permit.

I / we confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain.

Signature/s: Date:

NOTE: If there are any proposed alterations to the design or lay out of the existing premises a transfer application **cannot be made**, a new application is required.

(Purchaser's details)

Purchaser's name/s:

Individual's full name or company name – business name or trust not accepted as applicant.

☐ If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC).

If applying as a company provide preferred contact details:

Name: Phone:

Trading as:

Postal address:

Phone number: Mobile number:

Email address:

IMPORTANT: By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing related information.

Date of settlement:

The purchaser agrees to indemnify the local government for any damage or claims resulting from transferring the licence/permit.

I / we confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain.

Signature/s: Date:

NOTE: If there are any proposed alterations a transfer application **cannot be made**, a new application is required.

Before you commit to buying a business consider a pre-purchase inspection to find out if the business complies with Council's Local Laws. Visit Logan City Council's website for further information.

Section 5 – Amendment

Detail the nature of amendment:

Section 6 – Attachments

Documents to be included with application: *(please tick)*

- ☐ Provide a copy of valid public liability insurance relating to the operation of the market / event to the value of \$20,000,000
- ☐ If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)
- ☐ Details of the proposed inspection, monitoring and management program (including cleaning of site)
- ☐ Site and event management plan
- ☐ Noise management plan
- ☐ Number of employees engaged in operating the event / market
- ☐ Details of supply of food or liquor
- ☐ Waste management plan
- ☐ Arrangements for crowd control
- ☐ Nature of goods to be supplied within each stall (if applicable)
- ☐ Arrangements for pest control
- ☐ Details of consultation with emergency services
- ☐ Security bond if operating on Council owned or controlled land
- ☐ A site plan (1: 100 scale); indicating:
 - event / market layout, including entry points, exits, and all facilities
 - the location of sanitary facilities and their type
 - location of stalls (if applicable)
 - location of rides or entertainment (if applicable)
 - accommodating capacity in each section of the market / event
 - assembly areas and arrangement of seating (if any)

- location, type and specifications for firefighting equipment
- emergency electricity or gas supply
- potable water supply
- any animals to be kept as part of operation of market / event
- any vehicle parking and pick up / set down areas
- any signage
- temporary buildings or structures
- first aid facility
- camp site
- specific hazards
- topography and other physical characteristics of the site
- location of waste containers

Please note if you wish to hold an event in a Council Park, you will need to apply for approval from Council's Parks Branch. Please contact 3412 3412 for further details.

Section 7 – Fees (not subject to GST)

The application cannot be processed unless the correct fees are paid in full.




Application Type	Fee
New licence application for a market (includes design approval and licence)	\$791.00 + amount equal to the applicable licence fee
Licence fee for a market	\$677.00
New licence application for an event	\$595.00 + amount equal to the applicable licence fee
Licence fee for an event	\$439.00
Express processing fee for event applications received less than 10 business days prior to the event (in addition to the above application and licence fees)	\$373.00 + amount equal to the applicable application fee
Application to amend an existing licence	\$500.00
Transfer of licence (change of name only)	\$156.00
Security bond (Council properties only)	\$869.00

Your application cannot be processed unless the correct fees are paid in full and the form signed.

The licence period is 1 September to 31 August and fees are charged yearly. Pro-rata licence fees will apply for applications made after 1 March (50% reduction) and after 1 June (75% reduction).

Bona fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

PAYMENT OPTIONS

	Paying by mail	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
	Paying by phone	Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council. A merchant surcharge fee of 0.34% will apply.
	Paying in person	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	Customer service centre locations	Council Administration Centre 150 Wembley Road, Logan Central Beenleigh - 105 George Street, Beenleigh Jimboomba - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412
Email: council@logan.qld.gov.au